

SPulcrano _____
DCumbo _____
JForbes _____
RPerater _____

VICE PRESIDENTS, AREA OPERATIONS
DISTRICT MANAGERS
SENIOR PLANT MANAGERS

SUBJECT: Personal Protective Equipment Purchases

Headquarters is purchasing nitrile gloves and N95 filtering face pieces for all the processing and distribution centers in the country. These items will be shipped directly from the manufacturers to your plants. Each box of the N95 face pieces provides instructions for its use. Attached is a mandatory safety talk on hand protection.

Please ensure that your employees who desire these added precautions be given this personal protective equipment to use, as needed.

Patrick R. Donahoe
Chief Operating Officer and
Executive Vice President

Suzanne F. Medvidovich
Senior Vice President
Human Resources

Attachment

ERM:SPulcrano:dc:4261.10.23.01

Mandatory Safety Talk- Hand Protection

Recent events have necessitated the need to re-emphasize USPS policy regarding the use of gloves and washing of hands with soap and water.

The hand is the part of the body most often injured on the job and these injuries are preventable. The work environment may contain substances capable of causing chemical, mechanical or physical injuries to the skin

The USPS has furnished nitrile gloves for employees who wish to use them and we encourage their use.

Therefore, wear your gloves, and wash your hands with soap water every two hours during your tour, and other times as appropriate.

In addition, we are providing N-95 filter face pieces for those employees who process mail on the work room floor, if you wish to use them.

Employees are once again urged to be aware regarding suspicious mail and to immediately report any illness to your immediate supervisor.

SPulcrano	_____
DCumbo	_____
JForbes	_____
RPerater	_____

Certification

I certify that I have delivered the following stand-up talks to the employees that I supervise:

1. Hand Protection

_____ Date talk delivered

_____ Location

The Facility Manager must submit this signed completed document to the District Manager. The District Manager will forward it to the Area Vice President who will send the documentation to the vice president, Employee Resource Management.

_____ Facility Manager